

EYES ONLY

2 August 1978

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing
Chief, Management Staff
Chief, Special Projects Staff
Executive Officer
Personnel Officer

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Position Reductions for ODP

STATINTL

1. I have been advised that the FY-79 authorized positions for ODP will be cut by 15 - from [] down to the FY-78 level []. In FY-80 a further reduction of 5 will be made - down to a level of []. Any personnel actions aimed at hiring against anticipated FY-79 increases will no longer be submitted or approved. All such actions currently in process which I have approved but which have not been completed, should be frozen until I have reviewed them in the light of the new situation.

STATINTL

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2. This reduction will necessitate a comprehensive internal review of ODP activities, their priorities, and the allocation of manpower against these activities. We may have to stop doing things or reduce our level of work in some areas to meet higher priority manpower needs.

[]

Clifford D. May, Jr.

STATINTL

EYES ONLY

31 July 1978

MEMORANDUM FOR: MZ Career Board
Chairmen, MZ Career Panels

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Special Career Board Meeting, 3 August

I would like to meet with you briefly following the ODP Staff Meeting on Thursday, 3 August, to discuss CIA's Uniform Promotion Policy and its affect on MZ Career Panels, Board, and operating procedures. Mr. Malanick is meeting with DDA Office Directors on Wednesday morning to discuss this topic. Therefore, I may be able to provide you with DDA's policy and plans in this area. The key area of concern is the inviolability of panel recommendations for promotion. Please give this some thought before our meeting.

[Redacted Signature Box]

Clifford D. May, Jr.

STATINTL

cc:

[Redacted CC List Box]

STATINTL